

CLINIC ASSISTANT

PURPOSE: Perform selected assignments on a regular basis under the direction of Public Health Nurse Supervisor in the settings of school, office, clinic, home and childcare center. Assignments include screening tests, basic health history, observations, routine referrals, assisting the Public Health Nurse (PHN) in daily service delivery, and performing general clerical duties including some data entry.

ESSENTIAL FUNCTIONS:

Home Visiting

- Visit clients at the request of the PHN to determine an individual's health status;
- Assist in monitoring client(s) health status, i.e. weight, blood pressure, diet, etc.;
- Provide instructions and review as directed by PHN;
- Facilitate access to providers and community resources;
- Assist clients in reaching outcomes established by client/Public Health Nurse; and
- Assist in maintaining the client records and record services provided.

Services in Clinics and other Sites

- Assemble and prepare, dismantle, store and inventory clinic equipment and supplies;
- Complete duties of admission, registration, record control and appointment management, billing; and
- Perform screening tests and procedures including but not limited to: weights, measurements, vision screenings, completion of fingerstick or venous blood procedures, aerosolized sputums, urine, blood pressure, audio and other screening tests.

Services in Child Care Settings

- Assist PHN in assessment of immunization and lead status of children in child care;
- Perform screening tests including Denver Development Screening.

MINIMUM REQUIREMENTS:

1. Home Health Aide or Nursing Assistant certification (*attach a copy to your application*) **OR** equivalent course work and/or work experience as determined by the Director of Nursing.
2. Valid Wisconsin driver's license at time of appointment and availability of properly insured automobile for use on the job (car allowance provided) throughout employment.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE & SKILLS REQUIRED:

- Ability and interest in learning and advancement
- Ability to cooperate
- Ability and willingness to work under supervision and follow directions
- Ability to follow directions
- Ability to maintain good working relationships with a multi-cultural, multi-disciplinary team, other agencies and the public
- Ability to complete assignments and follow instructions under indirect supervision
- Ability to communicate clearly both orally and in writing

DESIRABLE QUALIFICATIONS:

- High school diploma or equivalency (G.E.D.)
- Computer skills
- Bilingual in Spanish, Hmong, Russian or any other language is highly desirable